



STATE OF CALIFORNIA

## **CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION**

915 CAPITOL MALL, ROOM 400

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John Decker

Executive Director

### **JOB OPPORTUNITY BULLETIN**

**CLASS:** Staff Services Manager II (Supervisory)

**TENURE:** Permanent

**TIME BASE:** Full-Time

**SALARY:** \$5576 - \$6727

Under the general direction of the Executive Director, this position performs the following duties.

#### **SPECIFIC DUTIES INCLUDE:**

- Organizes and oversees overall short- and long-term program development of the Continuing Education and Outreach Unit; directs technical assistance services related to continuing education as appropriate; organizes and directs the development of new conference and seminar topics in response to changes in law, the market or federal, state, and/or local government practices; in the most sensitive circumstances, secures and instructs conference and seminar speakers from both the public and private sectors; works closely and cooperatively with associations, other governmental agencies, and representatives of the private sector to initiate the development of co-sponsored seminars, symposia, conferences, or meetings; gains and maintains current expertise and knowledge in the areas of public finance, municipal debt issuance, municipal investment practices, policies, laws, and instruments; keeps abreast of current trends in California fiscal matters; develops written materials to assist and educate local government officials in the areas of debt issuance and public investment; and moderates in place of the Executive Director at conferences as needed.
- Organizes and oversees the planning and coordination of meetings of the Commission and the Commission's Technical Advisory Committee, including notification, and the development of agendas and agenda packages for such meetings; oversees the planning and development of the DEBT LINE monthly newsletter; develops the Commission's annual budget and any related budget change proposals; reviews and approves all office purchases; monitors income and expenditures throughout the year, and advises the Executive Director of any budgetary and expenditure matters; plans, organizes, and directs the clerical support activities for the Executive Director and the Deputy Director of Policy Research; and acts as liaison with the State Treasurer's Office in its provision of administrative services (personnel, accounting, budgeting, and business services) to the Commission.
- Organizes and oversees overall short- and long-term program development of the Data Collection and Analysis Unit; establishes policies and procedures for data collection, analysis and publication functions, especially in cases of changes in law or debt issuance practices; ensures that technical assistance associated with debt issuance data provided to public and private representatives and the media is accurate, complete, and in accordance with CDIAC policies; directs the development of new management reports from the automated data collection system; gains and maintains knowledge of the various debt types and purposes in California and how they function in the municipal market; and, maintains an awareness of the sensitivities of local government issuers and of current events or circumstances in the municipal market. Other administrative, supervisory or programmatic duties as required.

## **DESIRABLE QUALIFICATIONS:**

- Demonstrated leadership skills.
- Demonstrated ability to work at the executive level.
- Excellent interpersonal and communication skills.
- Ability to handle multiple projects.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).

## **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**Traveling is required for this position.**

## **WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Staff Services Manager II (Supervisory).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "318-001-4801-001" next to the classification on your application/resume, i.e. Staff Services Manager II (Supervisory) (318-001-4801-001).**

## **FINAL FILING DATE:**

Applications will be accepted until filled.

## **SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE QUESTIONS, PLEASE CALL:**

**PUBLIC (916) 653-3100**

**CALNET (916) 453-3100**

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